

## **SAMPLE**

Date

Complainant Name  
Address

RE: Case Number/EEOC #  
Case Name

Dear

This letter is to notify you that the original basis for closure on the above-referenced case of discrimination has been rescinded. Instead of being closed because the investigation was unable to conclude that the information obtained established a violation of the statute, the official Department record will reflect that your case has been closed on the basis of \_\_\_\_\_. This action is being taken because \_\_\_\_\_.  
\_\_\_\_\_.

The effective date of closure will remain the date of the original letter, [date], and the right-to-sue information included in that letter remains unchanged. If you have any questions, please feel free to call.

Sincerely,

District Administrator

cc: Same as original closure letter  
EEOC